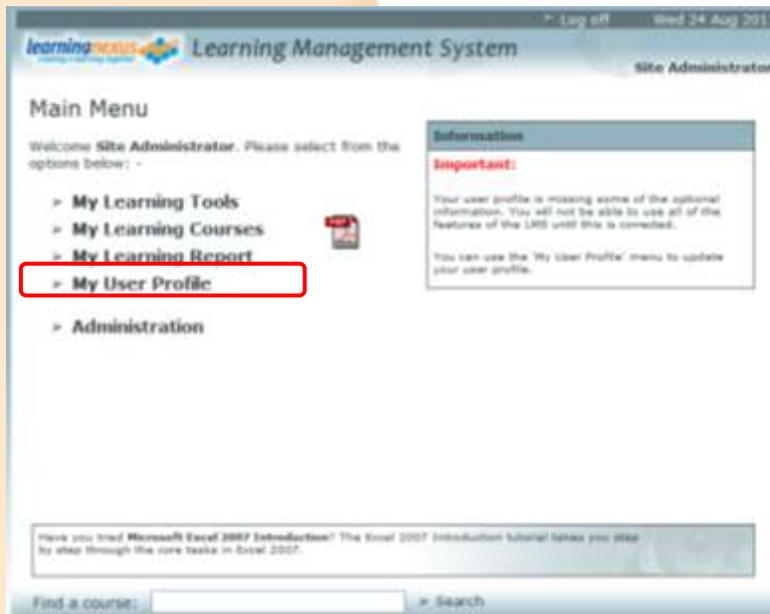


How to change your password

Login to the Learning Management System and select 'My User Profile'



Check the box next to 'Change Password'

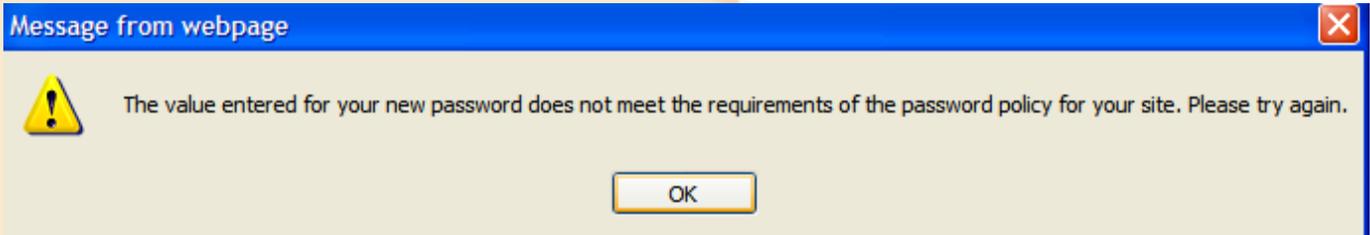
Your Login Details: -
User ID:* Nicky.France
Change Password:
> Update > Cancel

Type in your old password, your new password and confirm your new password in the appropriate boxes. Then click 'Update' to save your password.

Your Login Details: -
User ID:* Nicky.France
Change Password:
Old Password:*
New Password:*
Confirm New Password:*
> Update > Cancel

Trouble shooting

If you get the following error. Then check the password strength indicator for your chosen password. You need to ensure that all 4 boxes are green before you can 'update' your password.



The password strength indicator will change from red to green, to identify the strength of your chosen password. You need to ensure that all 4 boxes are green before you save your password.



If you hover your mouse over each of the boxes then you get a description of what characteristic each box relates to. From left to right they mean the following..

1. Password Length
2. Number of non- alphanumeric characters
3. Number of numeric characters
4. Number of capital letters

If you get the following error, then the password you have entered in the 'New Password' and the 'Confirm New Password' boxes don't match. Click ok on the error and retype you chosen box in both.

